

Department Orientation

Employee Kimberly Hartman New Hire X or Transfer
 Department CA Psychology Position RN II Employee # 6820

This form must be used as a department orientation guide for the above named employee. The employee will initial each topic as it is completed.

Please return to Human Resources within 30 days of Date of Hire

Topic	Employee initials
I have attended General Orientation within 30 days of my Date of Hire	KH
I understand how to use the time and attendance clocking system (TACS)	KH
I understand how/when to complete the electronic TACS exception report	KH
I understand my unit's/department's personal items security policy (including how to use my locker if applicable and where to store my personal items)	KH
I have been shown my basic work area, restroom location and bulletin boards	KH
I understand how my work schedule (vacation, holidays, weekends) is created and where it is posted	KH
I understand the Lockout/Tagout policy if applicable	KH
I understand the Patient Safety Policy and Procedures	KH
I understand the Infection Prevention Policy and Procedures	KH
I understand Centra's Service Excellence Standards and my personal and departmental role in supporting these	KH
I have located the fire pull stations and fire extinguishers in my work area/s	KH
List nearest fire extinguisher identification number # <u>98</u>	KH
I have walked the emergency evacuation route	KH
I understand and have recited R A C E and P A S S satisfactorily	KH
I have located the emergency power receptacles in my department.	KH
I have accessed my department's online policy manuals on CentraPeople	KH
I have accessed the Material Safety Data Sheets (MSDS) on CentraPeople	KH
I have reviewed my job description/performance appraisal/competency form	KH
I understand my job-specific orientation process	KH
I understand my job's education expectations	KH
I understand my unit's/department's dress code and the dress code for training and education	KH
I have accessed the New Hire Orientation Manual on the Workforce Development website	KH
I have accessed and understand the Riskmaster and Medication Error Information Reports	KH
I have been shown the location of Personal Protective Equipment (PPE)	KH
I understand the following emergency codes and my response	KH
Code Blue	KH
Hazardous Spill	KH
Code Silver	KH
Pediatric Code Blue	KH

Code 99 (and my role when activated)	ICF
Code D (and my role when activated)	ICF
Code D Operation Secure	ICF
List bomb threat checklist location in your department <i>Nurse Station</i>	ICF
Code Atlas	ICF
Code Adam	ICF
Code MP (missing person)	ICF
Code H (Condition Help for pts/families to call for immediate help, LGH/VBH/CSCH only)	ICF
Trauma Alert (emergency department specific)	ICF
Any facility specific codes (eg Bridges and Rivermont Schools)	ICF
Code White- Southside Only	ICF
Interim Life Safety Measures (ILSM), and if any are in effect for my area	ICF
I understand the following HR policies, including department specific information	ICF
Attendance/Absenteeism	ICF
Employee Grievances	ICF
Change of Employee Information	ICF
Progressive Disciplinary Action	ICF
Resignation/Termination	ICF
On-line Variance Report (EQA) and Medication Error Information Reports	ICF
Confidentiality	ICF
Personal Phones/Hand-Held Computers in the Workplace	ICF
Social Networking	ICF
Harassment-Free Workplace	ICF
Inclement Weather Policy	ICF
Paid Time Off	ICF
Breaks/M meal Periods	ICF

My Department Director or Supervisor reviewed the above topics and answered my questions

Employee Signature

Kim Hartman

Date

9/7/14

Department Director or Supervisor Signature

[Signature]

Date

9-7-14

3/22/2012